



**Texas Funeral Service Commission  
Meeting Minutes  
October 27, 2021**

- I. Assistant Presiding Officer Hefley called the Texas Funeral Service Commission meeting to order at 9:09 a.m.
- II. Roll call was taken. Commissioner Allen, Commissioner Grammar, and Commissioner Combest absent.
- III. Establishment of a Quorum – Quorum present.
- IV. Excuse Absent Board Members – Commissioner Scepanski made a motion to approve the absence of Commissioner Allen, Commissioner Grammar, and Commissioner Combest. Commissioner Brown seconded. Motion approved.
- V. Invocation – Given by Tim Baker.
- VI. Pledge of Allegiance – Led by Jay Carnes
- VII. Executive Director gave an update on new office staff.
- VIII. Commissioner Scepanski made a motion to approve the meeting minutes from the July 20, 2021 meeting. Commissioner Brown seconded. Motion approved.
- IX. Financial Report was given by Executive Director, Glenn Bower, for the 4th Quarter Budget. Commissioner Brown made a motion to approve the 4<sup>th</sup> Quarter Budget Report. Commissioner Scepanski seconded. Motion approved.
- X. Compliance Report was given by the Executive Director, Glenn Bower, for the 4<sup>th</sup> Quarter Performance Measures. Commissioner Tips made a motion to approve the 4<sup>th</sup> Quarter Performance Measures. Commissioner Brown seconded. Motion approved.  
  
Annual Report was given by the Executive Director, Glenn Bower. Commissioner Brown made a motion to approve the Annual Report. Commissioner Scepanski seconded. Motion approved.
- XI. Legal Report was given by Staff Attorney, Ashley Crutchfield.
- XII. Executive Director Report was given by, Glenn Bower.
- XIII. Assistant Presiding Officer Hefley opened the floor for public comment. The following visitor made public comment: Jay Carnes.
- XIV. Executive Director, Glenn Bower discussed future Stakeholders meetings.
- XV. Discussion on Future Texas Funeral Service Commission Meetings at Hobby Building 333 Guadalupe St., Austin, Texas 78701 in Room 3-100.

XVI. Discussion on Issues or Topics for Consideration at future Texas Funeral Service Commission Meetings. Commissioner Scepanski made a suggestion of reading the Texas Funeral Service Commission Mission statement. Commissioner Brown suggested the discussion of staff returning to the office.

XVII. Meeting adjourned at 9:58a.m.

Minutes of the October 27, 2021 meeting are respectfully submitted and approved.

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Glenn Bower  
Executive Director

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Larry Allen  
Presiding Officer

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Date signed

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Date Signed

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Diane Hefley  
Assistant Presiding Officer

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Date Signed